

A. General Information

1) The School Name as it appears on the school's current application for approval.

Southern Methodist University (SMU)

2) The school's mission

Southern Methodist University will create, expand, and impart knowledge through teaching, research, and service, while shaping individuals to contribute to their communities and excel in their professions in an emerging global society. Among its faculty, students, and staff, the University will cultivate principled thought, develop intellectual skills, and promote an environment emphasizing individual dignity and worth. SMU affirms its historical commitment to academic freedom and open inquiry, to moral and ethical values, and to its United Methodist heritage.

3) A description of the school's facilities and equipment.

Campuses

Main campus-Dallas/ University Park/Highland Park campus
101 buildings on 237 acres, five miles north of downtown Dallas, Texas

SMU in Plano, Texas
4 buildings on 25 acres, north of Dallas, Texas in Plano, Texas.

SMU in Taos, New Mexico
28 buildings on 423 acres in northern, New Mexico

Note: The proposed DataScience program is a fully online program. Students are not required to take classes at any of the locations referenced above.

4) Name of school owner or controlling entity.

Administration (Corporate officers of the University)
R. Gerald Turner, President
Thomas E. Barry, Vice President for Executive Affairs
Brad E. Cheves, Vice President for Development and External Affairs
Michael A. Condon, Chief Investment Officer and Treasurer
Paul W. Ludden, Provost and Vice President for Academic Affairs
Chris Regis, Vice President for Business and Finance
Paul J. Ward, Vice President for Legal Affairs and Government Relations, General Counsel and Secretary
Lori S. White, Vice President for Student Affairs

Board of Trustees

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Gerald J. Ford

Antonio O. Garza, Jr.

James R. Gibbs

Frederick B. Hegi, Jr.

Clark K. Hunt

Ray L. Hunt

Gene C. Jones

Bishop Scott J. Jones

Fredrick Leach

Paul B. Loyd, Jr

Bobby B. Lyle

Bishop Michael McKee

Scott McLean

Joseph (Jody) Magliolo

Leslie Melson

David B. Miller (Secretary)

Connie O'Neill

Rev. Sheron Patterson

Sarah Perot

Jeanne L. Phillips

Caren H. Prothro

Carl Sewell

Richard K. Templeton

Richard Ware

Royce E. Wilson

R. Gerald Tuner

5) Name of chief school administrator and of the administrator for each teaching location.

R. Gerald Turner, President
Paul W. Ludden, Provost and Vice President Academic Affairs

Deans for each teaching location

Gillian M. McCombs, Central University Libraries
Albert W. Niemi, Jr., Cox School of Business
Thomas DiPiero, Dedman College of Humanities and Sciences
Jennifer Collins, Dedman School of Law
Marc P. Christensen, Lyle School of Engineering
Sam Holland, Meadows School of the Arts
William B. Lawrence, Perkins School of Theology
James E. Quick, Research and Graduate Studies
David J. Chard, Simmons School of Education and Human Development

6) Dates of all holidays and vacation periods during which the school does not provide instruction.

January 1: New Year's Day
January 19: Martin Luther King, Jr day
March 9-15: Spring Break
April 3: Good Friday
May 25: Memorial Day

Major Religious Holidays

The following list of religious holidays is for use in requesting excused absences according to University Policy.

Christian

Christmas: December 25
Good Friday: April 3
Easter Sunday: April 5
Easter Sunday (Orthodox): April 12

Hindu

Janmashtami: August 17
Dasera: October 4
Diwali: October 23

Jewish

Rosh Hashanah: September 24-25
Yom Kippur: October 4
Sukkot: October 9-15

Hanukkah: December 17-24
Pesach (Passover): April 4-11
Shavuout: May 24-25

Muslim
Eid al-Adha: October 4
Islamic New Year: October 25
Ashura: November 5
Mawlid an Nabi: January 3
Ramadan: June 18-July 18
Eid al-Fitr: July 18

6) Names of all faculty members and qualifications for Data Science Program

Daniel Engels, Associate Professor
Doctor of Philosophy, Massachusetts Institute of Technology
Master's of Science, University of California Berkeley
Bachelor of Science, University at Buffalo

Ira Greenberg, Professor
Bachelor of Fine Arts, Cornell University
Master of Fine Arts, University of Pennsylvania

Eric Larson, Assistant Professor
Doctor of Philosophy, University of Washington
Master of Science, Oklahoma State University
Bachelor of Science, Oklahoma State University

Monnie McGee, Associate Professor
Doctor of Philosophy, Rice University
Master of Arts, Rice University
Bachelor of Arts, Austin College

Tyler Moore, Assistant Professor
Doctor of Philosophy, University of Cambridge
Bachelor of Science, University of Tulsa

Tim Salmon, Professor
Doctor of Philosophy, Johns Hopkins University

Lynne Stokes, Professor
Doctor of Philosophy, University of North Carolina Chapel Hill
Master of Science, University of North Carolina Chapel Hill
Bachelor of Arts, University of the South

B. Admissions and Entrance Requirements

1) A description of the school's admission policies and entrance requirements.

Southern Methodist University considers all applications holistically, without placing emphasis on any one specific factor. Your application will take your undergraduate grades, test scores and work experience into consideration, and your admission decision will be based on our assessment of your ability to succeed in the program.

In order to be considered for the Master of Science in Data Science program, you must meet the following requirements:

- Bachelor's degree in statistics, applied mathematics, computer science, engineering or other quantitative discipline.
- Basic understanding of a programming language (R, JAVA, C++, Python, etc.)
- At least two calculus courses (Calculus I and II) excluding business calculus.

A completed application must include the following:

- Online application
- \$75.00 application fee
- Three letters of recommendation
- Statement of purpose
- All official transcripts
- TOEFL 90+ for anyone whose native language is not English
- Official Graduate Record Examination (GRE) scores
- The GRE requirement may be waived if you have five or more years of industry experience in a related field or a previous master's degree

2) A description of the training the school will provide and how a student will benefit from this training.

DataScience@SMU is the Master of Science in Data Science program from Southern Methodist University. Delivered online, this program is designed to train and develop data science professionals to analyze and manage data as well as organize and communicate results. The field of data science is evolving into one of the fastest growing and most in demand fields in the world. Organizations across industries are looking to make sense of the data new technologies are allowing them to collect- from predicting the next hot product to determining the risk of an infectious disease outbreak. Now, more than ever, professionals who can calculate data and draw conclusions from it are in high demand. The program will prepare students to ask relevant questions of the data, retrieve pertinent data, visualize and analyze the data, and interpret the results. Ethical responsibility and legal requirements such as those regarding data security and privacy will be emphasized throughout the

program. Specifically, the Learning Outcomes of the Master of Data Science program are as follows:

- Students will be able to form relevant questions, collect and analyze appropriate data, and making informed decisions regarding the question of interest.
- Students will be able to use their skills in an ethical and professional manner.
- Students will be able to produce visual representations of large data sets, both for exploration and summarization purposes.
- Students will learn the basics database structure, including building databases, maintaining them, getting information from them, and securing them.
- Students will develop oral and written communication skills important for the successful summarization and presentation of the results from an analysis

3) A statement of describing how a student is accepted and notified of acceptance.

A student is accepted and notified of acceptance through email.

4) The datascience@SMU application deadline.

May 2015 Cohort

Final Application Deadline: March 16, 2015

September 2015 Cohort

Final Application Deadline: July 13, 2015

Application deadlines for additional cohorts can be found: here:

<http://datascience.smu.edu/admissions/overview/>

5) The beginning and ending dates for each session or term.

May 2015 Cohort

Beginning Date: May 11, 2015/ Ending Date: August 25, 2015

July 2015 Cohort

Beginning Date: August 31, 2015/ Ending Date: December 16, 2015

The beginning and ending dates for additional cohorts can be found here:

<http://datascience.smu.edu/admissions/overview/>

C. Advanced Standing

*Please note that the Master of Science in Data Science program does not offer advance standing.

D. Student Progress

1) The school's grading system.

A student's grades are available to him or her through MySMU student center.

Grade Scale

The grade of a student in any course is determined by the instructor of the course. The following grades are authorized for recording on the student's official graduate academic record maintained by the University Registrar's Office.

A Excellent Scholarship 4.000
A- Excellent Scholarship 3.700
B+ Good Scholarship 3.300
B Good Scholarship 3.000
B- Good Scholarship 2.700
C+ Fair Scholarship 2.300
C Fair Scholarship 2.000
C- Fair Scholarship 1.700
D+ Poor Scholarship 1.300
D Poor Scholarship 1.000
D- Poor Scholarship 0.700
F Fail 0.000
P, CR Pass, Credit *
I Incomplete *
NC No Credit Received *
X No Grade Received in Registrar's Office *
WP/W Withdrawal Passing/Withdrew *

Grade of F, D or W

Failing is graded F. If the student's work is incomplete, poor quality and not acceptable, a grade of F will be given. After such a grade, credit may be obtained only by repeating the course.

The grade of D represents performance below average expectations. Students receiving a D in a course that is a prerequisite to another course should consult with their advisers about repeating the course so that they will be adequately prepared for work in the following course.

The grade of W cannot be recorded unless completion of the official drop or withdrawal process has occurred by the applicable deadline during the term of enrollment. Only the grade of W may be recorded if the student has officially dropped courses from the schedule or withdrawn (resigned) from the University. The grade of W may not be revoked or changed to another grade because the act of officially dropping/withdrawing is irrevocable.

Grade of Incomplete

A student may temporarily receive a grade of Incomplete (I) if a substantial portion of the course requirements have been completed with passing grades, but for some justifiable reason acceptable to the instructor, the student has been unable to complete the full requirements of the course.

The grade of I is normally changed to a final grade within one year but no later than the time of graduation.

At the time a grade of I is given, the instructor must stipulate in writing to the student the requirements and completion date that are to be met and the final grade that will be given if the requirements are not met by the completion date.

The maximum period of time allowed to clear the Incomplete is 12 months. If the Incomplete grade is not cleared by the date set by the instructor or by the end of the 12-month deadline, the grade of I will be changed to the grade provided by the instructor at the time the Incomplete was assigned or to a grade of F if no alternate grade was provided.

The grade of I is not given in lieu of a grade of F or W, or other grade, each of which is prescribed for other specific circumstances. The grade of I in a course does not authorize a student to attend or enroll in the course during a later term. Graduation candidates must clear all Incompletes prior to the deadline on the Official University Calendar. Failure to do so can result in removal from the degree candidacy list and/or conversion of the grade of I to the grade indicated by the instructor at the time the grade of I was given.

Grade Point Average

A student's grade point average (cumulative GPA) is computed by multiplying the term hours of each course attempted by the grade points earned in the particular course and then dividing the total number of grade points by the total number of hours attempted, excluding those hours for which grades are shown with an asterisk on the grade chart. The GPA is truncated, not rounded, at three decimal places.

Grade Changes

Changes of grades, including change of the grade of I, are initiated by the course instructor and authorized by the academic chair and by the academic dean of the school in which the course was offered. If a student requests a grade change, the instructor may ask the student to provide the request as a written petition, which

may become an official part of any further process at the instructor's discretion. Changes of grades may be made only for the following authorized reasons: to clear a grade of I, to correct a processing error or to reflect a re-evaluation of the student's original work. A change of grade will not be based on additional work options beyond those originally made available to the entire class. Changes of grades of I should be processed within a calendar year of the original grade assignment. Other changes of grades must be processed by the end of the next regular term. No grade will be changed after 12 months or after a student's graduation, except in cases where a grade is successfully appealed – provided that written notice of appeal is given within six months following graduation – and in extenuating circumstances authorized by the academic dean and approved by the University Registrar's Office.

Grades for Repeated Courses

Students will be allowed to repeat courses according to the following rules: Both the initial and the second grades will be recorded on the student's permanent academic record (transcript). Both grades will be included in the calculation of the student's cumulative GPA and in the determination of academic probation, suspension, dismissal, honors and graduation. Only the repeated course and not the initial credit hours count toward the number of hours needed for graduation.

Pass/Fail Option

Students should consult with their advisers before declaring the pass/fail option for any course, as some courses may not be taken pass/fail.

Grade Appeals

A student who feels that an assigned grade is other than the grade earned must first discuss the matter with the course instructor to determine if the discrepancy is caused by error or misunderstanding. At the time of the initial discussion, the student may be asked to provide a written petition requesting the change of grade. A student who is not satisfied by the instructor's decision on a request for a grade change, and who maintains that the original grade was capriciously or unfairly determined, may appeal to the chair of the department in which the course was offered (or, in the case of a non departmental course, to a faculty agent designated by the dean of the school offering the course). After discussing the matter with the student, and bearing in mind that the final authority in matters of academic judgment in the determination of a grade rests with the course instructor, the chair (or faculty agent) will consult with the course instructor, who will subsequently report to the student the disposition of the appeal.

A student who is not satisfied by the disposition of the appeal may appeal the decision to the dean of the school offering the course. The dean will take action as he or she deems appropriate. A student may appeal the dean's decision to the provost. In their actions, the dean and the provost must respect the principle that the determination of a grade rests with the course instructor.

2) The school's required grades or other criteria required for satisfactory progress.

Academic Progress

Graduate students must maintain a cumulative GPA of 3.000. If in any term the student falls below this cumulative GPA, the student will be placed on probation for one regular term. If at the end of the term of probation the cumulative GPA is not up to 3.000, the student may be removed from the program at the discretion of the dean's office or records office.

3) The school's required grades or other criteria required for satisfactory completion of the program.

Academic Progress

Graduate students must maintain a cumulative GPA of 3.000. If in any term the student falls below this cumulative GPA, the student will be placed on probation for one regular term. If at the end of the term of probation the cumulative GPA is not up to 3.000, the student may be removed from the program at the discretion of the dean's office or records office.

4) A description of how and when students receive their grades or progress reports.

Students are notified each semester by their instructor of any class for which the instructor reports a grade.

Students may view and print their end of semester grades using my.SMU, the website is located below.

https://my.smu.edu/ps/ps/EMPLOYEE/HRMS/h/?tab=U_SMU_GUEST .

Students will be notified by email if an instructor reports a grade. For assistance using my.SMU, go to Student Tutorial and click on "View and Print my grades." The website for the student tutorial can be found here: www.smu.edu/BusinessFinance/OIT/Training

Students who cannot remember their password should try to reset their password via the online password reset tool, the website can be found here: www.smu.edu/BusinessFinance/OIT/Services/PasswordReset. Grades are posted each night beginning with the first day of scheduled exams.

E. Student Records

1) Description of student records the school maintains while a student is enrolled and after a student is no longer enrolled.

The student records that the school maintains after a student is no longer enrolled are the student name, date of birth, SSN (when on file), ethnicity and other biographical data, academic record and primary information sources such as grade rosters, grade changes, degrees/certificates awarded. The student records that the school maintains while a student is enrolled are the student name, date of birth, SSN (when on file), ethnicity, and other biographical data, academic record and primary information sources such as grade rosters, grade changes, degrees/certificates awarded.

2) The length of time that student records are kept after a student leaves.

The University Registrar is charged with maintaining a permanent academic record of all enrollments in degree credit courses and of all academic degrees and certificates awarded. The standards for maintaining the permanent academic record are in compliance with the SACS COC and consistent with those of the American Association of Collegiate Registrars and Admissions Officers.

The academic record is maintained electronically in the university's student information system, my.SMU. Primary source information such as grade rosters, grade changes, advance standing credits and degrees/certificates awarded are maintained either electronically in my.SMU or in the university imaging system, AdminImages. The academic record and primary information sources such as grade rosters, grade changes, advance standing credits and degrees/certificates awarded are kept permanently. Names, date of birth, SSN (when on file), ethnicity and other biographical data are kept permanently. Supplemental documents such as letters, memos, admissions documents, etc are kept at a minimum during the student's period of enrollment.

The Office of Information Technology provides database services including backing up information and security management. Update access to the record is managed by the University Registrar who assigns security roles to users based on their institutional role. Students are issued an ID number and create a confidential password. Password reset tools and requirements follow industry standards to ensure security of the record. The record is available for viewing by the student on a near 24/365 basis via the user logon/password to the self-service Student Center in my.SMU, SMU's student data system. An official transcript of the record is available on request for a fee.

The electronic record is started when a student matriculates. The record tracks the academic program status of the student. Course enrollments are added by terms. Final grades are added at the end of the term. Degrees and certificates are added as they are awarded. The record is part of an integrated system that includes admission, financial aid and student accounts. It further integrates with SEVIS and other supplemental processes. Faculty obtain class rosters and report final grades electronically. This high degree of integration assures the accuracy of the records.

And, as previously noted, the records are available to students for their review 24/365.

3) A description of how the school maintains confidentiality.

Confidentiality of Education Records

The Family Educational Rights and Privacy Act of 1974 is a federal law that grants students the right to inspect, obtain copies of, challenge, and, to a degree, control the release of information contained in their education records. The act and regulations are very lengthy, and for that reason, SMU has issued its own FERPA-based guidelines that are available at the University Registrar's Office FERPA website.

In general, no personally identifiable information from a student's education record will be disclosed to any third party without written consent from the student. Several exceptions exist, including these selected examples: 1) information defined by SMU as directory information may be released unless the student requests through My SMU Self-Service that it be withheld, 2) information authorized by the student through My SMU Self-Service may be released to those individuals designated by the student and 3) information may be released to a parent or guardian if the student is declared financially dependent upon the parent or guardian as set forth in the Internal Revenue Code.

Additional information is available at www.smu.edu/LegalDisclosures/FERPA.

F. Academic Probation, Dismissal, and Readmittance

1) The school's policy regarding whether a probationary period is given for unsatisfactory grades or progress.

Graduate students must maintain a cumulative GPA of 3.000. If any term the student falls below this cumulative GPA, the student will be placed on probation for one regular term.

2) The specific criteria, which results in a student being placed on probation.

Graduate students must maintain a cumulative GPA of 3.000. If any term the student falls below this cumulative GPA, the student will be placed on probation for one regular term.

3) The length of the probationary period.

One regular term.

4) The criteria for readmittance from probation.

A student who has been on academic suspension once may apply for reinstatement. If at the end of the term of probation the cumulative GPA is not up to 3.000, the student may be removed from the program at the discretion of the dean's office or records office.

5) The school's policy regarding whether a student is dismissed for unsatisfactory grades or progress.

Graduate students must maintain a cumulative GPA of 3.000. If any term the student falls below this cumulative GPA, the student will be placed on probation for one regular term. If at the end of the term of probation the cumulative GPA is not up to 3.000, the student may be removed from the program at the discretion of the dean's office or records office.

6) The specific criteria, which results in a student being dismissed.

Academic dismissal from the University requires a second suspension that is final, results in an academic dismissal from the University. Academic dismissal is final, with no possibility of reinstatement or readmission. Academic dismissal is recorded on the student's permanent academic record.

7) The appeals process and the conditions for readmittance if a student is dismissed.

A student who has been on academic suspension once may apply for reinstatement to Southern Methodist University. If reinstated, the student may enroll in classes, and he or she is considered in good academic standing for purposes of certification. A student who is reinstated remains on academic probation until conditions of academic probation are satisfied.

G. Student Conduct

1) A description of what type of conduct is expected of students and what type of conduct will not be tolerated.

Code of Conduct

The following are University procedures and standards with which every student must become familiar. The University considers matriculation at SMU an implicit covenant and a declaration of acceptance on the part of the student of all University regulations. As part of the Office of the Dean of Student Life, the Student Conduct and Community Standards Office (www.smu.edu/studentconduct) assists students in their personal development by providing a fair conduct process that issues consistent sanctions for behavior that is incongruent with the University's expectations for students.

Standards of conduct are established through faculty, student and administrative efforts and are under continuous evaluation by the entire University community in order to assure reasonable and fair limits. At SMU, the student is assumed to have a high degree of loyalty and responsibility to the University and its well-being, as well as to himself or herself in personal, social and intellectual pursuits; the student's behavior both on and off campus is evidence of this.

Students at SMU will discover that they are encouraged to exercise a great amount of personal freedom as well as accompanying responsibilities. Through their personal capacities for intelligent thought and action, mature students understand that there are situations in which certain behavior must be modified for the benefit of others. The University stands firm in its commitments to the rights and freedoms of students, expecting in return the same respect and concern.

Due respect for the entire University community, faculty, staff and one's fellow students is always expected. The University expects all students to be responsible citizens and to abide by all federal, state and local laws. The University Code of Conduct applies to students both on and off campus. It is the University's expectation that students will avoid behaviors such as, but not limited to, the misuse of drugs and alcohol, dishonesty, gambling, hazing, or behavior that endangers or threatens to endanger the health and safety of any person.

Students are required to identify themselves when asked by a properly identified faculty or staff member, or by another student serving as a University staff member. Persons who are not members of the University community and without business on campus may be asked to leave.

2) A statement on whether your school dismisses students for unsatisfactory conduct.

Conduct Review Process

Clear disciplinary procedures are an important part of the mission of SMU as an educational institution. The intent of the system of due process at SMU is to be educational and not merely punitive for students. The goal continues to be to produce quality citizens. The purpose of the conduct review process is to encourage personal responsibility.

Depending on the degree of misconduct, a student may be subject to sanctions ranging from an informal warning to expulsion from the University. In addition, a student may be assigned educational sanctions designed to promote personal growth and development. Should a student be asked to leave the University, he or she should do so in an expeditious and peaceful manner. The student should remain off campus until he or she receives written permission from the Office of the Dean of Student Life to return to campus. In the event of such separation, a student is still responsible for University financial obligations.

To ensure fairness and due process for all students in the conduct process, the student is granted an impartial hearing and the right to appeal to the University Conduct Council. A student who is appealing a sanction may remain in school until the decision and penalty are reviewed, unless considered harmful to the University, to any individual or to himself or herself. All actions related to the conduct review process are subject to presidential review.

Having voluntarily enrolled as students at Southern Methodist University and assumed a place in the University community, all students are presumed to be knowledgeable of, and have agreed to abide by, the rules and regulations set forth in the Student Code of Conduct, as outlined in the SMU Student Handbook, which is available online at smu.edu/studentlife.

3) The appeals process and the conditions for readmittance if a student is dismissed.

A student who has been on academic suspension once may apply for reinstatement to SMU. If reinstated, the student may enroll in classes, and he or she is considered in good academic standing for purposes of certification. A student who is reinstated remains on academic probation until conditions of academic probation are satisfied.

H. Leave of Absence

1) Your school's policy on whether or not it grants leave of absence.

Leave of Absence

A leave of absence is a temporary leave from the University – a kind of “time out” that may be necessary during an academic career. Students may elect to take leaves of absence for a variety of reasons, including 1) medical reasons due to accident or illness, 2) family crises or other personal situation that requires an extended absence from school, 3) financial issues that may take time to resolve, and 4) academic difficulties that may best be handled by taking time to refocus on college work.

Typically, a leave of absence is for one term or one academic year. A student may extend a leave of absence by contacting his or her academic department representative. The process to return to SMU after a leave-of-absence period can be an easy one, especially if the student has gone through the steps to file for a leave of absence and planned ahead for the return. Following SMU's leave-of-absence guidelines helps 1) assure that the degree requirements per the catalog of record when the student initially matriculated at SMU still apply upon return, 2) assist with financial aid processing, and 3) provide the support needed to return to SMU and successfully finish the degree.

The SMU Leave of Absence Policy provides students with a formal process to “stop out” of SMU for either voluntary or involuntary reasons. Typically, a leave of absence is for a temporary departure from the institution; however, intended permanent withdrawals from SMU will also be processed under the Leave of Absence Policy.

The first step to effect a leave of absence is for the student to arrange an appointment to meet with his or her academic adviser, who will then assist the student with the process.

Procedure for obtaining a Leave of Absence. Please refer to website link.

<http://www.smu.edu/EnrollmentServices/Registrar/CurrentStudents/LeaveOfAbsence>

2) Any limitations on the time of a leave of absence.

Typically, a leave of absence is for one term or one academic year.

I. Attendance

Class Attendance

Regular class attendance is required. The instructor of each class announces at the beginning of the course policies regarding the effect of class attendance on the student’s standing in the course. These policies may include dropping a student from the course for nonattendance after a certain number of absences. All reasons for absence should be submitted at once to the instructor.

The satisfactory explanation of absence may release a student from disciplinary action but does not relieve a student from responsibility for the work of the course during his or her absence. A student who misses an announced test, examination or laboratory period in a regular course of study and has the permission of the instructor may be given an opportunity to make up the work at the instructor’s convenience. The instructor determines in all instances the extent to which absences and tardiness affect each student’s grade.

Students may be dropped by a course instructor or academic dean for nonattendance or tardiness with a grade of W until the calendar deadline to drop. After the deadline, students must remain enrolled in the course. Students may also be dropped by a course instructor for inappropriate classroom behavior. The instructor must submit the request by the University deadline to drop. After the deadline, the student must remain enrolled in the class and receive a final grade of F.

Absence Due to Illness

SMU's Memorial Health Center does not provide documentation for granting excused absences from class. If students are absent for illness, they should talk to their professors about how they might catch up with the material missed. If students are seriously ill and require hospitalization or an extended absence, students should talk to their professors and the Office of Student Life to decide how to deal with the interruption in their studies. To facilitate communication with their professors about their absence, students may submit the Absence from Class Form available at www.smu.edu/healthcenter.

J. Tardiness

Consideration for Tardiness/Absences: A physical, medical, or psychiatric disability may cause a student to periodically miss classes. If the documentation warrants, a letter of consideration can be written by DASS asking for the instructor's consideration in excusing more than the stated, allowable number of absences for the class. As attendance is considered fundamental to any class and to the learning process in general, it is at the instructor's discretion as to how many absences may be allowed before the fundamental nature of the class is jeopardized. The student is responsible for having a discussion at the beginning of the semester regarding this accommodation, as well as notifying the instructor as soon as possible after each missed class. The student must also work with the instructor to obtain class notes and make up missed assignments, if possible or if applicable. Generally, this accommodation is approved on a case-by-case basis, and implemented this way as well, with each individual instructor.

University Commonly requested accommodations

<http://www.smu.edu/Provost/ALEC/DASS/DisabilityAccommodations/TypesofAccommodations#tardiness>

K. Student Complaints

- 1) The school's procedure for handling student's complaints.

Student Appeals and Complaints

Southern Methodist University operates with integrity in all issues and is dedicated to preserving the rights of all members of the University community. Categories for which students may wish to reach out for advice and assistance and/or to submit an appeal or register a complaint are as follows: academics, code of conduct, discrimination, financial issues, honor code and privacy issues. An overview of the roles, responsibilities and procedures for complainants and the University is outlined in each of the areas below.

- a. Academic Appeals and Petitions
http://smu.edu/provost/acad_petitions.asp
- b. Student Code of Conduct
http://smu.edu/studentlife/studenthandbook/PCL_03_Conduct_Code.asp
- c. Office of Institutional Access and Equity
<http://www.smu.edu/IAE>
- d. Financial Responsibility and Confidentiality
<http://www.smu.edu/LegalDisclosures/FinancialAndConfidentiality>
- e. Honor Code
http://smu.edu/studentlife/studenthandbook/PCL_05_HC.asp

In addition to the right to use internal University complaint procedures, every student has the right under federal law to use complaint processes provided by the state in which his or her campus is located.

- 2) Other ways the school handles student concerns.

N/A

- 3) Who students can contact if complaints are not satisfactorily resolved with the school (must contain EAB contact information, including address, phone number, email, and website)

On the datascience@SMU website we have an entire section titled “legal”. The “legal” section consists of the “student appeals & complaints” section which list who students can contact if complaints are not satisfactorily resolved with the school. The website link for the page is here:
<http://datascience.smu.edu/legal/student-appeals-complaints/>

State of Wisconsin Educational Approval Board
201 W. Washington Avenue, 3rd Floor
Madison, WI 53703

The link consists of the contact information for the Wisconsin Educational Approval Board.

L. Tuition and Fees

- 1) A schedule of all charges the school is going to assess a student.

For the 2014-2015 academic year, tuition is \$1,704.00 per credit. Tuition is charged per credit and DataScience@SMU is a 31-credit program. Please note that fees are subject to change and may rise each year. A refundable \$500.00 tuition pre payment is required prior to enrollment. Full tuition for the term is due eight days prior to the start of each term and can be paid online.

DataScience@SMU tuition does not include books, supplies or travel to and from the immersion on the SMU campus in Dallas. Students may incur additional expenses for the immersion and should plan ahead to cover these expenses for the immersion course, which is required to complete the program. Books, supplies, and materials are not required to be purchased from the school.

- 2) A statement on whether the school permits or requires installment payments and the conditions of these installments.

N/A

- 3) A statement regarding whether books, materials and supplies must be purchased from the school.

Books, materials, and supplies are not required to be purchased from the school.

M. Cancellation and Refunds

Cancellation Policy

Students can submit the Wisconsin notice of cancellation form without any penalty or obligation, within three business days from the date when a student has signed the intent to enroll (ITE) form for SMU's online Master of Science in Data Science program (Please note that Saturdays, Sundays, and holidays are not business day).

If a student cancels within 3 business days of signing the Data Science@SMU ITE, the student's application fee will be refunded. If a student has already paid their enrollment deposit, their enrollment deposit will be refunded in addition to the application fee. The funds will be returned to the student within 10 business days of SMU's receipt of the cancellation form at the email address of admissions@datascience.smu.edu.

The form for the Wisconsin Educational Approval Board's Student's Right to Cancel form can be found at this website:

www.eab.state.wi.us/resources/forms/1.07.pdf

Refund Policy

Southern Methodist University will follow the Wisconsin Admin Code EAB 8.05 (partial refund) policy.

The student will receive a full refund of all money paid if the student cancels within the cancellation period. The school will issue refunds within 10 business days of cancellation.

A student who withdraws or is dismissed after the three business day cancellation period, but before completing 60% of the units of instruction in the current enrollment period, shall be entitled to a pro rata refund, as calculated below, less any amounts owed by the student for the current enrollment period, and less the one time application fee up to \$100.00:

At least	But Less Than	Refund of Tuition
1 st Class	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%	N/A	0

A written note of withdrawal is not required. The student is considered withdrawn from the school if the student fails to attend classes or submit lessons without providing an explanation to SMU regarding the inactivity for the 1st week of class. No refund is provided for any student who withdraws or is dismissed after completing 60% of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student's control.

N. Program Curriculum

- 1) A listing of all titles of subjects or units for each program curriculum.

The Master of Science in Data Science program is of the same high academic standard of SMU's on campus programs, with a challenging interdisciplinary curriculum designed to prepare data science professionals who excel in their field. Students in the Master of Science in Data Science program complete 31 credits, with 30 credits of core coursework and a 1-credit immersion experience.

Experimental Statistics I (3 credits)

File Organization and Database Management (3 credits)

Experimental Statistics II (3 credits)

Visualization of Information CSE/Creative Computation (3 credits)

Data and Network Security (3 credits)

Data Mining: An Introduction to Data Mining and Related Topics (3 credits)

Statistical Sampling (3 credits)

Doing Data Science (3 credits)

New Approaches to Managerial Economics (3 credits)

Quantifying the World (3 credits)

Immersion (1 Credit)

2) The educational objectives of the program.

The educational objective of the Master of Science in Data Science program is to:

- Train and develop data science professionals to analyze and manage data.
- Organize and communicate results.
- Provide a comprehensive understanding of computer science, statistics, strategic behavior, and data visualization.
- Place a strong emphasis on teaching mathematics, statistics, and analytics.

3) The time spent on each subject, course, unit, and or topic.

The Master of Science in Data Science program requires 31 credits, 30 credits of core coursework and a 1-credit immersion experience, which will take place on the SMU campus in Dallas, Texas. Students can earn the Master of Science in Data Science in 18-24 months.

4) How the time is broken out either by clock or credit hours, lessons per program or some combination.

Students in the Master of Science in Data Science program complete 31 credits, with 30 credits of core coursework and a 1-credit immersion experience.

5) A brief description of each course, subject, topic, or unit.

Experimental Statistics I (3 credits)

An overview of Statistical methods from an experimental design perspective. Students will learn basic experimental design and methods appropriate to each design. The course relies on SAS and R for data analysis. Emphasis is on the interpretation of the analysis rather than calculations.

File Organization and Database Management (3 credits)

A survey of current database approaches and systems and the principles of design and use of these systems. Covers query language design and implementation constraints as well as applications of large databases. Includes a survey of file structures and access techniques. Also, the use of a relational database management system to implement a database design project.

Experimental Statistics II (3 credits)

A continuation of Experimental Statistics I with attention to the analysis of multivariate data. Basic machine learning methods, such as linear discriminant analysis, logistic regression and principal components analysis, are discussed. The course relies on SAS and R for data analysis. Emphasis is on the interpretation of the analysis rather than calculations.

Visualization of Information CSE/Creative Computation (3 credits)

This course introduces data visualization and creative coding utilizing the Processing programming language. Visual and information design principles will be explored experientially through code examples. Programming exercises, assignments, and exams will incorporate 2D and 3D computer graphics, interactivity and data input. Procedural and object oriented programming approaches to data visualization will be covered, as well as an overview of leading edge data visualization libraries and APIs, including web based approaches.

Data and Network Security (3 credits)

Covers conventional and state of the art methods for achieving data and network security. Private key and public key encryption approaches are discussed in detail, with coverage of popular algorithms such as DES, Blowfish and RSA. In the network security area, the course covers authentication protocols, IP security, Web security and system level security.

Data Mining: An Introduction to Data Mining and Related Topics

(3 credits)

Introduces data mining topics, with an emphasis on understanding concepts through applied, hands on approach. Includes other related topics such as data warehousing and dimensional modeling. All material covered is reinforced through hands on implementation exercises.

Statistical Sampling (3 credits)

Covers principles of planning and conducting surveys: simple random sampling, stratified and systemic subsampling; means, variances, and confidence limits; finite population correction; sampling from binomial populations; and margin of error and sample size determination.

Doing Data Science (3 credits)

A project based course that brings together methods, concepts and current practice in the growing field of data science, including statistical inference, algorithms, financial modeling, data visualization, social networks and data engineering. Emphasis will be placed on the ethical dilemmas involved in gathering, storing, analyzing and disseminating information from large databases.

New Approaches to Managerial Economics (3 credits)

Recent developments in information theory, multi product analysis and principal agency theory are presented. The purpose of this course is to show how these developments can be usefully applied in management decision-making.

Quantifying the World (3 credits)

Introduces the sequence of steps required to carry out Internet scale data analytics, from hypothesis formation and data collection to methods of analysis and visualization. Students will become proficient in data collection and storage strategies that can be used in later analysis. Methodologies for constructing representative samples are reviewed. Script based programming techniques are used to automate collection from a variety of third party resources, such as applications programming interfaces (APIs). Methods to store raw data, merge disparate data sets, clean inconsistent entries and construct derivative data sets are reviewed. Students also are introduced to two classes of basic analysis of gathered data; descriptive statistics and data visualization. These analysis techniques are used to validate and improve the accuracy of gathered data sets, which is a prerequisite to more advanced analysis.

Immersion (1 Credit)

Immersion offers students the chance to meet in-person with classmates and faculty for collaborative, hands-on workshops and informational sessions. A required 1-credit class, the immersion is a working session that emphasizes group work, networking and relationship building. The immersion experience will take place on the SMU campus in Dallas, Texas.

O. Employment Services

- 1) A statement indicating the type of employment services the school intends to offer:

<http://www.smu.edu/studentaffairs/career/about/services>

The Heigi Family Career Development Center at SMU is dedicated to serving the needs of SMU and alumni and assisting employers in reaching qualified candidates from SMU. The Career Development Center staff guides and encourages students and alumni in the development of skills necessary for lifelong career management and offers opportunities for employers to recruit students through campus events and online resources.

- 2) A statement describing the nature and extent of services offered.

<http://www.smu.edu/studentaffairs/career/about/services>

Counselors work with students at all stages of their career development process—from choosing a major to evaluating a job offer. Counseling may include interpreting MyPlan results, focusing career goals, developing effective resume and cover letters, graduate school research, and job search strategies. The Heigi Career Center also has an active on campus recruiting and job posting program through MustangTrak.

- 3) A statement that the school does not guarantee employment.

Graduation from the Southern Methodist University does not guarantee employment.

- 4) A statement that student referrals to prospective employers are not based on direct contact with the employer regarding current job openings.

The Career Development Center staff guides and encourages students and alumni in the development of skills necessary for lifelong career management and offers opportunities for employers to recruit students through campus events and online resources. The Heigi Career Center also has an active on campus recruiting and job posting program through MustangTrak. Southern Methodist University provides opportunities for employers to recruit students through participation in interview programs, career and job fairs, and job listing services.